**Beachside High School**

**200 Great Barracuda Way St. Johns, FL 32259**

**Telephone (904) 547-4401 Fax (904) 547-4405**

**www-bhs.stjohns.k12.fl.us**

**Greg Bergamasco**

*Principal*

Mollie Altick

Ryan Sirak

J.P. Swope

*Assistant Principal*

**Cambridge Advanced International Certificate of Education**

**Cambridge AICE**

**BHS AICE Academic Honor Code**

Membership in the Beachside High School AICE Diploma Program is a privilege. Due to the rigor of the program, academic and behavioral standards are necessary. In order to complete the AICE Diploma Program of Study, students must complete all coursework and assessments as required by Cambridge International for diploma candidacy, i.e. completion of seven (7) AS or A level courses, including the compulsory core subject, Cambridge International AS Level Global Perspectives & Research, in addition to community service/paid work requirement of 100 hours. Students who complete the AICE Diploma must earn a minimum of 14 AICE credits (7 courses and examinations) in the Diploma Core and three (3) academic areas/groupings over three years.

**Academic Guidelines:** “Academic alerts” will be issued for students in the AICE Diploma Program whose GPA falls below a 2.0 and/or have D’s or F’s in AICE or any academic class at the end of each semester. The student’s teacher and/or program counselor/coordinator will notify parents via email or phone. If GPA/grades do not improve following the semester grade, a parent conference will be scheduled and the student’s placement in the AICE Diploma Program will be re-evaluated. A final grade of an F in any class will be considered a disqualifying condition and the student will be placed on academic probation with possible removal from the AICE Diploma Program.

**Academic Honesty:** Honesty and integrity form the cornerstone of the AICE Honor Code at Beachside High School and as such are central to the high standards to which all students should strive. While the administration, faculty, and staff of BHS take the necessary precautions to educate students on academic honesty, proper citation format and styles, and the use of plagiarism detection resources such as Turnitin.com, it is the student and parents’ responsibility to ensure that students cite their sources so readers can find them and fully list their sources in a standard reference format and citation page. Students must make clear which words, ideas, images, and works are not their own, give credit for copied, adapted, and paraphrased material, and cite all sources appropriately in the text and reference page. The use of Artificial Intelligence for purposes of research, writing, and/or creation of any academic material is strictly prohibited and is a violation of the BHS AICE Honor Code.

Violations of the BHS AICE Academic Honesty policy and the Academic Honesty Policy of Cambridge International consist of cheating, plagiarism, collusion, misconduct, communication about the content of an examination (within 24 hours), or duplication of work. Cheating includes the actual giving or receiving of any unauthorized aid or assistance on any form of any academic work, while plagiarism/duplication of work includes the copying of or representation of another’s work as one’s own. Additionally, collusion is defined as supporting academic misconduct by another student, and misconduct includes taking unauthorized material into an examination room or disruptive behavior during an exam including communicating with others during an examination. Students who violate the BHS AICE Academic Honesty policy may face removal from the program. **On the first offense**, the student will meet in a conference with the teacher, parents, and coordinator and will receive a verbal reprimand. Students will be allowed to make up the assignment up to a 75% as indicated in the SJCSD Student Progression Plan. **On the second offense**, the student in violation will receive a written reprimand and be placed on probation from the program. **On the third offense**, the student will be dismissed from the AICE Diploma Program. Additionally, student’s work is screened through Turnitin.com to prevent misconduct offenses occurring in AICE submitted work. If AICE detects plagiarism or academic misconduct during exams or in submitted coursework, the students work or exam may receive a grade of “U” or ungraded, and the student may not receive credit for the course and ultimately be unable to meet the requirements of the AICE Diploma.

For questions or more information on preventing plagiarism please see the Cambridge International website here: <https://www.cambridgeinternational.org/support-and-training-for-schools/support-for-teachers/teaching-and-assessment/plagiarism/>

**Attendance Guidelines:** Due to the rigor and high expectations of the program, students need to be in class on a regular basis. Extenuating circumstances may cause a student to be temporarily absent from the program for an extended period. An agreement upon the conditions and acceptable length of absence will be facilitated by the program coordinator. Failure to comply with the agreement will result in removal from the program. Without an extenuating circumstance, any student with more than five unexcused absences in a semester will be placed on probation for the AICE Diploma Program. Attendance at the May-June Exam session is mandatory as there are **no make-up exams**. Students who are absent for an AICE exam forfeit their ability to earn the AICE Diploma unless a serious medical condition or other extenuating circumstance is documented by a medical professional and the Program Coordinator is notified immediately. Failure to take an AICE exam will also result in an exam fee of $114.50 (AS Level), $185.20 (A Level), or $200.80 (Global Perspectives AS Level).

**Behavioral Guidelines:** Students in the BHS AICE Diploma Program are expected to abide by the St. Johns County School District Student Code of Conduct (<http://www.stjohns.k12.fl.us/schoolservices/conduct/>). Since enrollment in the AICE Diploma Program is a privilege, AICE students are held to a higher disciplinary standard. Repeated misconduct (or a single egregious infraction) may result in the student being placed on probation and further removal from the program. Due to the rigor and fast pace of AICE coursework, students who are suspended from school on more than two separate occasions (regardless of length of days), or who are reassigned to a district discipline program or face expulsion may face immediate removal from the AICE Diploma Program.

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**Please sign below and return acknowledging your receipt and understanding of the BHS AICE Diploma Program Student Agreement**

*“I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that participation in the AICE Diploma Program at BHS is voluntary and that I am held to a higher standard. I understand that failure to meet these requirements may result in removal from the AICE Diploma Program.”*

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Date Student Name Student Signature

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Date Parent Name Parent Signature